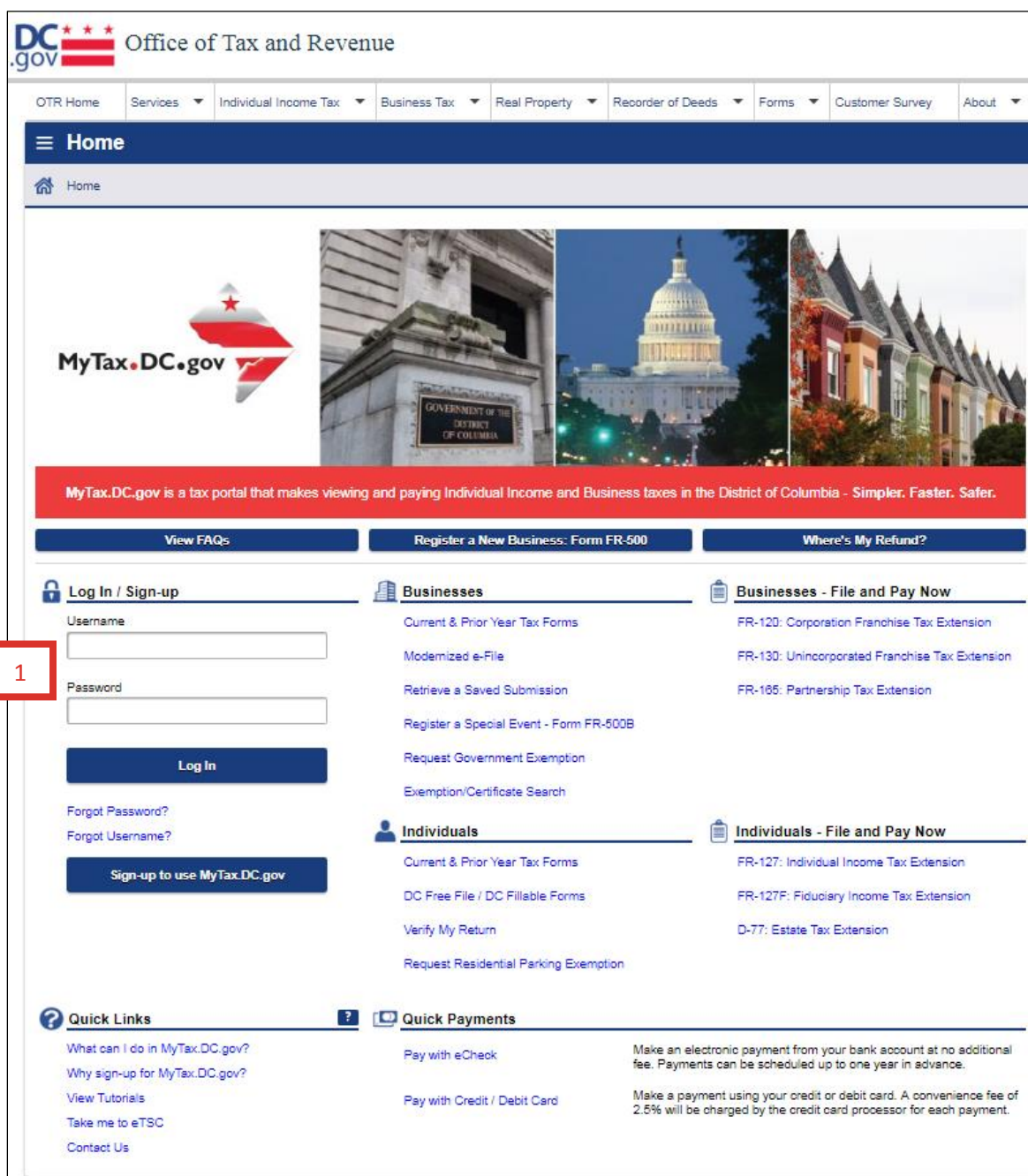# MyTax.DC.gov User Guide:
How to File a Special Event Tax Return (FR- 800SE)

You can file your Special Event tax return from within your MyTax.DC.gov account by following this step-by-step guide.

1. From the MyTax.DC.gov homepage, log in using your **Username** and **Password**.

2. In the user profile, under **Accounts**, click the **Special Event** hyperlink.

3. Under the **I Want To** section, click **File my Special Event return**.

4. On the **FR-800SE Special Event Return page**, select the **Month** and **Year** in which the event ended from the drop down menu. For this example, we selected **August 2017**.
    a. Click **Find registered events**.

5. **Select the event from the list** provided.
    a. If the event is not listed then check **I do not see my event listed**. A textbox will appear. Type the event name in the space provided.
    b. Click **File Special Event Return**. **Note:** Click this button in both scenarios (listed or non-listed event) to file the return.

FR-800SE Return   🔒 Log Off

Home › Special Event › Account › FR-800SE Return

1. FR-800SE

FR-800SE

★ ★ ★ 2017
Government of the
District of Columbia   **FR-800SE**   **6**
Special Event Tax Return

POMPEY, JORDON D   Due Date: 9/20/2017
Account ID: 360-000035083   Tax Period Ending: 8/31/2017

Who should file the FR-800SE?

Every vendor who has made any sale at retail, taxable under the provisions of District of Columbia (DC) Official Code §47-2001 et seq., during the preceding calendar month shall file a return with the Office of Tax and Revenue (OTR).

Return Information   **6a**

Event Name	CAPITAL COMICON
Is this return being filed by a paid tax preparer?	**No** Yes
Are you authorizing an individual to discuss this return with OTR?	**No** Yes

6b

	Taxable Amount		Tax Rate	Tax Due
Use Tax on Purchases Taxable at 5.75%	$2,000.00	X	0.0575	$115.00
Gross Sales	$0.00			
Sales Taxable at 5.75%	$4,000.00	X	0.0575	$230.00
Sales and Purchases of Off-Premises Alcohol Taxable at 10%	$0.00	X	0.1000	$0.00
Other Sales and Purchases Taxable at 10%	$0.00	X	0.1000	$0.00
Sales for Parking Taxable at 18%	$0.00	X	0.1800	$0.00
Sales and Purchases Taxable at 14.5%	$0.00	X	0.1450	$0.00
Enter 2% of 911 sales receipts less 3% discount				$0.00
Disposable Carryout Bag Fee (Net of discount)				$0.00
Penalty – 5% per month with a maximum of 25%				$0.00
Interest – 10% per year				$0.00
Total Amount Due				**$345.00**

Cancel   ‹ Previous   **Next ›**   **6c**

6. The **FR-800SE Special Event Tax Return** will appear.
    a. Answer the **Return Information** questions on the right side of the screen.
    b. Then, answer the **Taxable Amount** inquiries.
    c. Click **Next**.

7. Select the appropriate **Payment Information** from the drop-down bar. You may choose **No Payment is Needed** when you are filing a zero return. The option **Pay Later** allows you to schedule your payment up to one year in advance. For this example, we will choose to **Pay by eCheck**.
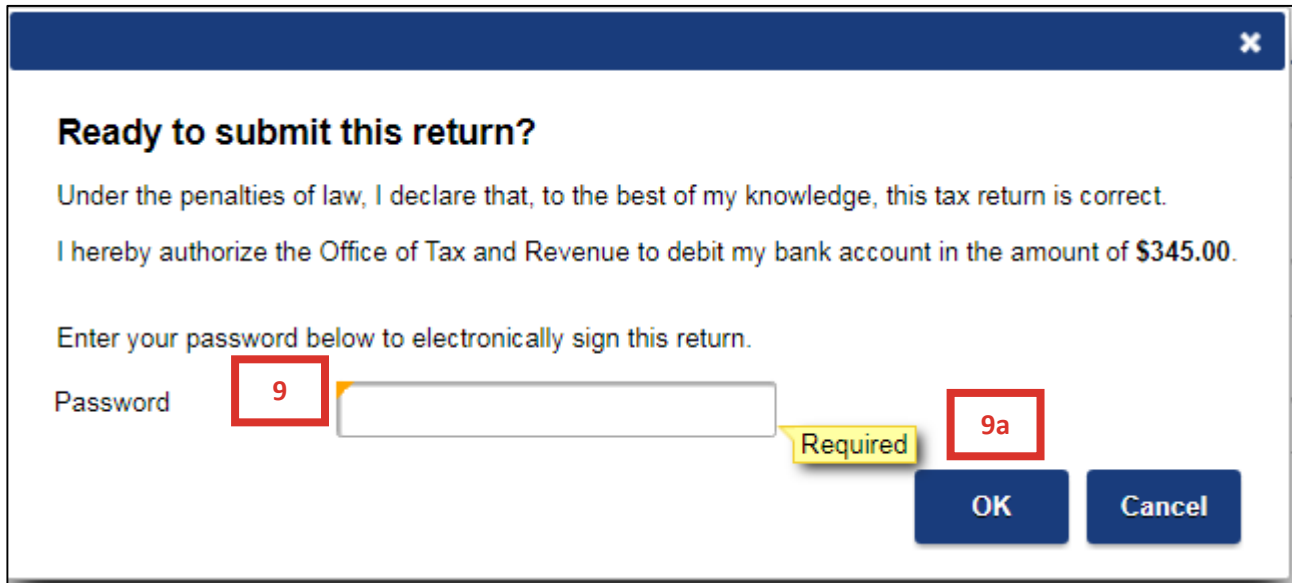   a. Click **Submit**.

MyTax.DC.gov

8. Enter your bank account information into the **PAYMENT METHOD** section including **Bank Account Type**, **Routing Number**, and **Account Number**. Confirm your **Account Number**.

   a. If you would MyTax.DC.gov to store your bank account information, click **Yes** beneath **Save this payment for future use**. For this example, we selected **No**.

   b. In the **PAYMENT** section, choose a **Payment Date**. When paying with an eCheck, you can choose a future payment date up to one year from the date you authorized your payment on our system. Enter the **Amount** of your payment and **Confirm** that amount.
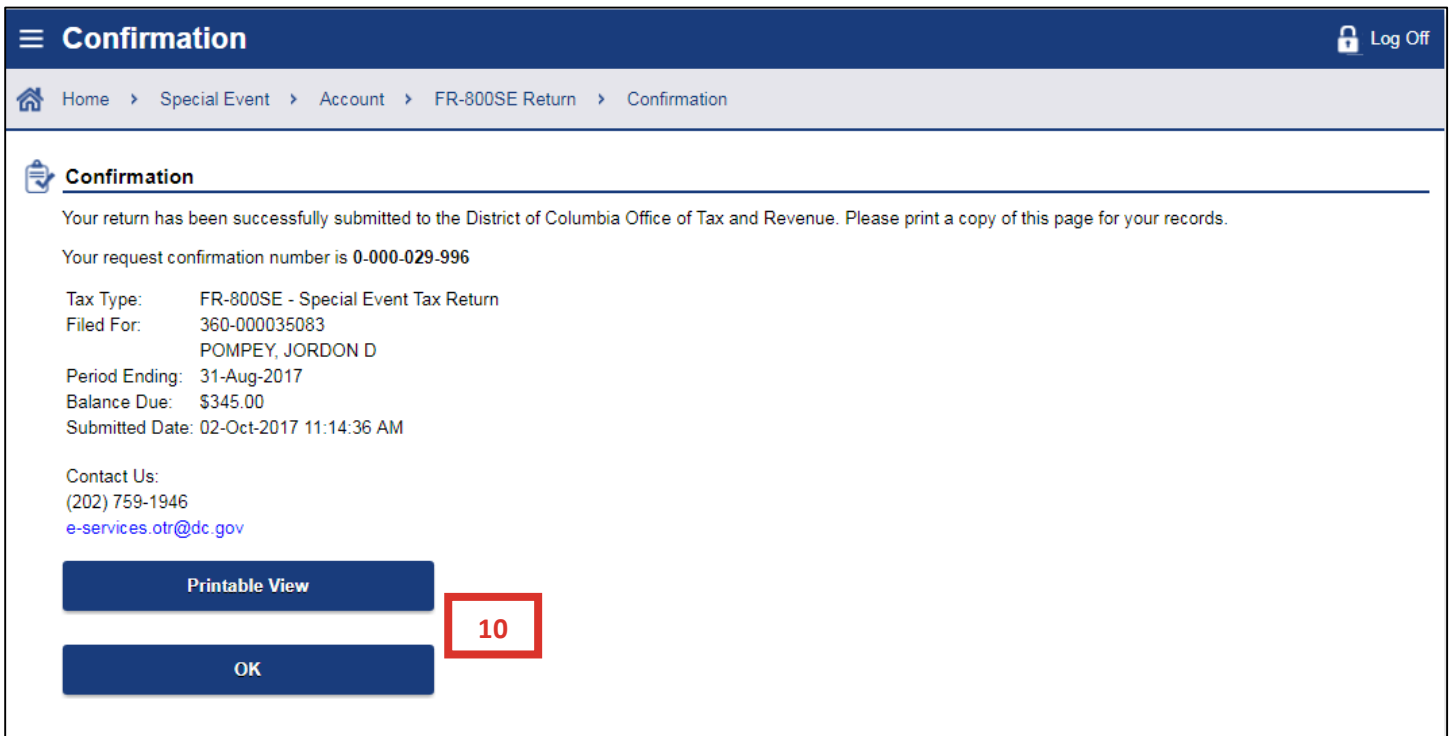
   c. Click **Submit**.

9. In the **Ready to submit this return?** pop-up window, enter your MyTax.DC.gov Password, which will act as your electronic signature.
    a. Click **Ok**.

10. A **Confirmation** page displays. To obtain a printed copy of this page, click **Printable View**. Otherwise, click **OK**.